

**BY ORDER OF THE SECRETARY
OF THE AIR FORCE**



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Supplement 1**

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Personnel

ANNUAL INSPECTOR GENERAL AWARDS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFD 36-28, *Awards and Decorations*. It describes the annual John P. Flynn and Howard W. Leaf Inspector General Awards. It explains eligibility requirements, the selection process, and the Secretary of the Air Force Inspector General's (SAF/IG) award presentation. This publication applies to all major command (MAJCOM), field operating agency (FOA), and direct reporting unit (DRU) activities authorized an inspector general (IG).

(USAFE) AFI 36-2816, 9 June 2003, is supplemented as follows: This supplement applies to all United States Air Forces in Europe (USAFE) units. It does apply to those US Air Force Reserve (AFRES) or Air National Guard (ANG) units inspected by Office of the Inspector General (HQ USAFE/IG). This supplement provides guidance for the procurement and presentation of the USAFE IG Award of Excellence coin. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123, Management of Records and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at: <https://webrims.amc.af.mil>.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

This instruction mandates the use of one side of the AF Form 1206 and further clarifies the award presentation details for both the John P. Flynn and Howard W. Leaf awards.

(USAFE) This document is substantially revised and must be completely reviewed.

1. John P. Flynn Inspector General Awards

1.1. **Award Description.** The John P. Flynn Inspector General awards recognize the Inspector General Complaints and Investigation Program Office at Wing/Installation and NAF/MAJCOM/DRU/FOA levels that best provide outstanding service and make significant contributions to the Air Force mission.

1.2. Award Categories

1.2.1. Category I. Wing/installation level complaints and investigations program office, including wing/installation-level AFRC and ANG IG offices.

1.2.2. Category II. NAF/MAJCOM/DRU/FOA, or equivalent level complaints and investigations program office, including AFRC.

1.3. **Award Eligibility.** Offices in the above categories are eligible regardless of rank/grade structure or number of personnel.

1.4. Selection Criteria.

1.4.1. Job Performance. Examples may include number of cases, degree of difficulty, timeliness, mission impact, perceptive root cause identification, and recommendations for resolution.

1.4.2. Initiative. Examples may include innovative programs that contribute to the Air Force investigation system such as detailed investigation plans for IOs, quality review tools, methods of actively managing cases (as opposed to merely reporting status), and marketing of the IG program.

1.4.3. Training. Examples may include participation in training opportunities, either as an instructor or student, any initiatives for investigating officer training and management initiatives designed to aid in meeting timeliness standards.

1.5. **Submittal of Nominations.** All nominations for the previous calendar year must arrive at Secretary of the Air Force, Inspector General (SAF/IG), 1140 Air Force Pentagon, Washington DC 20330-1140, by 1 February.

1.6. **Records Disposition.** Maintain and dispose of all records created as a result of processes prescribed in this publication IAW AFMAN 37-139, *Record Disposition Schedule*

2. The Howard W. Leaf Inspector General Awards

2.1. **Award Description.** The Howard W. Leaf Inspector General awards recognize the outstanding enlisted and officer (or civilian equivalent) inspectors in the United States Air Force assigned to a MAJCOM/FOA inspector general team.

2.2. Award Categories

2.2.1. Category I. Enlisted/ Civilian Equivalent. Nominees will be inspectors in the rank of Senior Master Sergeant and below or the grade of GS-10 and below.

2.2.2. Category II. Officer/Civilian Equivalent. Nominees will be inspectors in the rank of 2nd Lieutenant through Lieutenant Colonel or the grade of GS-11 through GS/GM-14.

2.3. **Award Eligibility** . Each MAJCOM , FOA, and DRU authorized an IG by AFD 90-2, *Inspector General--The Inspection System*, may submit one nomination for each award category. Nominees must have been assigned to an inspector general team as an inspector for a minimum of one year.

2.4. **Selection Criteria.**

2.4.1. Job Performance. Examples may include significant inspection findings, positive mission impact, perceptive root cause identification for inspection findings, astute and creative recommendations for problem resolution, concise and effective presentation of ideas, or any other area that help improve inspection quality.

2.4.2. Initiative. Examples may include the development of innovative programs that contribute to the Air Force inspection system, such as improved inspection techniques, guidelines, inspection methodology, etc., emphasizing what was done, why it was important, and the actual results achieved.

2.4.3. Professional Qualities. Examples may include military appearance and bearing, enthusiasm, positive attitude, self-improvement, efforts to share experience with inspected units, active representation of the Air Force in community and civic programs, etc.

2.5. **Submittal of Nominations.** All nominations for the previous calendar year must arrive at Secretary of the Air Force, Inspector General (SAF/IG), 1140 Air Force Pentagon, Washington DC 20330-1140, by 1 February.

3. **Inspector General Awards Selection Board** . The Deputy Inspector General, SAF/IG, chairs the board.

3.1. **Board Membership.** The board will consist of three colonels selected by the board chair.

3.2. **Rating.** Submissions are rated by the selection board using a weighted scale: 60% emphasis on job performance, 20% on initiative, and 20% on professional qualities or training.

4. **Description of Award.** Award recipients receive an engraved plaque. Leaf award winners are eligible for the Air Force recognition ribbon in accordance with AFI 36-2805, *Special Trophies and Awards*. Names of winning organizations and individuals are engraved on plaques permanently displayed in the Pentagon.

5. **Award Announcement and Presentation.**

5.1. **Flynn Award.** SAF/IG will announce and present John P. Flynn award winners at the annual Worldwide IG Conference.

5.2. **Leaf Award.** SAF/IG will announce Howard W. Leaf award winners by 15 April. SAF/IG or a designated representative will notify the commander and recipients. Presentation of the Leaf awards will be at an appropriate ceremony.

6. **(Added-USAFE) IG Award of Excellence Coin.**

6.1. **(Added-USAFE) Description.** The face of the IG Award of Excellence coin bears the IG logo (i.e., an eagle's head encircled with stars and bearing the inscription USAFE INSPECTOR GENERAL). The reverse of the coin bears the USAFE shield encircled with stars and bearing the inscription BEST OF THE BEST and AWARD OF EXCELLENCE. No additional inscription appears on or

will be applied to the coin. Quality materials, befitting presentation to USAFEs top performers, will be utilized in the production of the IG Award of Excellence coin.

6.2. (Added-USAFE) **Procurement.** Sufficient supplies of the IG Award of Excellence coin will be procured and maintained for timely presentation to individuals and work centers recognized as IG Award of Excellence recipients. Surplus coins will remain in the possession of HQ USAFE/IGX awaiting presentation as deemed appropriate by the IG. Coins will be purchased utilizing any authorized procurement tool utilizing appropriated funds once coordinated through the Resource Advisor and approved by the Approving Official.

6.3. (Added-USAFE) **Award Eligibility.** All civilian and military personnel assigned to units inspected by the HQ USAFE/IG are eligible for the IG Award of Excellence and receipt of a coin under this program. Contractor personnel working in the units as part of a team are also eligible for this non-monetary award. Nomination packages on contractor employees must be coordinated with the supporting contracting and legal offices.

6.4. (Added-USAFE) **Selection Criteria.** The IG Award of Excellence is designed for group and, or individual actions that clearly demonstrate sustained excellence above and beyond the level exhibited in the command. Nominations for individuals and/or work centers originate with the inspector recognizing the exceptional performance, are coordinated through the appropriate Subject Matter Expert (SME), and provided to the Information Management Operations Cell (IMOC) for consideration under the IG Award of Excellence Program. All nominations require an accompanying digital photograph of the nominee. An Award of Excellence Board will convene to review the nominations and recommend approval or disapproval of the award based upon merit and justification.

6.5. (Added-USAFE) **IG Announcement and Presentation.** The IG Team Chief will announce IG Award of Excellence recipients during the unit's formal out-brief. Upon completion of the out-brief, the IG or a designated IG representative will formally present the IG Award of Excellence coin and an IG certificate to each identified recipient.

RAYMOND P. HUOT, Lt Gen, USAF
The Inspector General

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFPD 36-28, *Awards and Decorations*, 1 Aug 97

AFPD 90-2, *Inspector General--The Inspection System*, 1 Sep 99

AFI 36-2805, *Special Trophies and Awards*, 29 Jun 01

AFMAN 37-139, *Records Disposition Schedule*, 1 Mar 96

Attachment 2**REQUIREMENTS FOR JOHN P. FLYNN INSPECTOR GENERAL
AWARD NOMINATION PACKAGE****A2.1. Part I Letter of Transmittal (One Original).**

- A2.1.1. Include organization title, command and location.
- A2.1.2. Do not include laudatory comments or endorsements.
- A2.1.3. Have MAJCOM, FOA, or DRU commander/vice commander sign the letter.

A2.2. Part II Narrative Justification (One Original).

- A2.2.1. Provide justification in bullet format, front side only, **AF Form 1206, *Nomination for Award***. Information submitted on back page of AF Form 1206 will not be considered. Category is either I or II; Commander is either the unit commander or MAJCOM/FOA/DRU/ANG IG.
- A2.2.2. The nomination should emphasize specific, tangible achievements which benefited the unit, MAJCOM, or equivalent, and the Air Force. Include quantifiable achievements in both day-to-day activities and initiatives that go above and beyond expectations. This information should be drawn from any management indicators used to evaluate complaint and investigation programs. Use the headings indicated in paragraphs **1.4.1. - 1.4.3.** Avoid inflated terms and generalities.

Attachment 3

**REQUIRMENTS FOR HOWARD W. LEAF INSPECTOR GENERAL
AWARD NOMINATION PACKAGE**

A3.1. Part I Letter of Transmittal (One Original).

A3.1.1. Include nominee's name, grade, duty title, organization, command, and location.

A3.1.2. Do not include laudatory comments or endorsements.

A3.1.3. Have MAJCOM, FOA, or DRU commander/vice commander sign the letter.

A3.2. Part II Narrative Justification (One Original).

A3.2.1. Provide justification in bullet format, front side only, **AF Form 1206, *Nomination for Award***. Information submitted on back page of AF Form 1206 will not be considered. Category is either officer or enlisted (or civilian equivalent). Commander is either MAJCOM/FOA/DRU IG.

A3.2.2. Use headings indicated in paragraphs **2.4.1.-2.4.3**. Cite specific actions and results. Avoid inflated terms and generalities.